

EXHIBIT 3A-5

SINGLE-FAMILY RENTAL REHABILITATION CHECKLIST

Admin Manual
Exhibit

SUBMIT WITH SET-UP REPORT:

- | | |
|--|------|
| <input type="checkbox"/> Rental Set Up and Completion Form | 3-M |
| <input type="checkbox"/> Site-specific Environmental Review Checklist (original signatures) | 2M-2 |
| <input type="checkbox"/> Cost Estimate(s) and Bid Specs for Rehabilitation Work and signed Contract(s) | -- |
| <input type="checkbox"/> LBP Notification Documentation (signature page only) | 2V-i |

SUBMIT WITH PAYMENT REQUEST:

- | | |
|---|-----|
| <input type="checkbox"/> Request for Payment Form (all sections) | 3-E |
| <input type="checkbox"/> Project Progress Report (signed by Grantee) | 3-J |
| <input type="checkbox"/> Contract Reporting Form (if paying contractor) | 3-I |
| <input type="checkbox"/> HUD Section 3 Summary Report Form (if paying contractor) | 3-H |
| <input type="checkbox"/> Summary of Project Expenditures (signed by Grantee) | 3-F |
| <input type="checkbox"/> Match Documentation | -- |

SUBMIT WITH COMPLETION REPORT:

- | | |
|--|-----|
| <input type="checkbox"/> Rental Set Up and Completion Form | 3-M |
| <input type="checkbox"/> Recorded Deed Restriction Agreement (first and last pages only) | 7-H |
| <input type="checkbox"/> An appraisal (Uniform Appraisal Report Only) | -- |

RETAIN IN CLIENT FILES:

- | | |
|---|------|
| <input type="checkbox"/> Program application | -- |
| <input type="checkbox"/> Income verification with source documents | -- |
| <input type="checkbox"/> Signed and dated lease agreement between landlord and tenant | -- |
| <input type="checkbox"/> HQS Inspection form | 10-C |
| <input type="checkbox"/> LBP Notification documentation (signature page only) | 2V-i |
| <input type="checkbox"/> Names of children under the age of 6 living in the unit | -- |

RETAIN IN HOME PROJECT FILES:

- | | |
|--|----|
| <input type="checkbox"/> Support documentation for project and administrative expenditures | -- |
| <input type="checkbox"/> Match documentation | -- |
| <input type="checkbox"/> Contractor debarment check | -- |
| <input type="checkbox"/> Lien releases from contractors | -- |

See the following page for requirements regarding Landlord Files
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SINGLE-FAMILY RENTAL REHABILITATION CHECKLIST (continued)

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RETAIN IN LANDLORD FILES:

<input type="checkbox"/> Program application	--
<input type="checkbox"/> Signed contract agreement between Grantee and Landlord	--
<input type="checkbox"/> Affirmative Marketing Agreements signed by Grantee and Landlord	--
<input type="checkbox"/> Housing Inspection Form	7-B
<input type="checkbox"/> Loan Documents	--
<input type="checkbox"/> Work write-up/cost estimate/bid specs	--
<input type="checkbox"/> Contractor insurance certificate	--
<input type="checkbox"/> Final Inspection form	10-C
<input type="checkbox"/> Lien releases from all contractors and suppliers	--
<input type="checkbox"/> Final Code Inspection form	--

After all the projects have been completed, a Certification of Completion / Status of Funds Form and Closeout Certification must be sent to the Program Officer.

Copies of yearly audits for years during which HOME funds were received and disbursed must be submitted to the HOME Program.